Section 14.7 PARAMS MENU
Personnel Data
Dept/Agy/TKU Inquiry

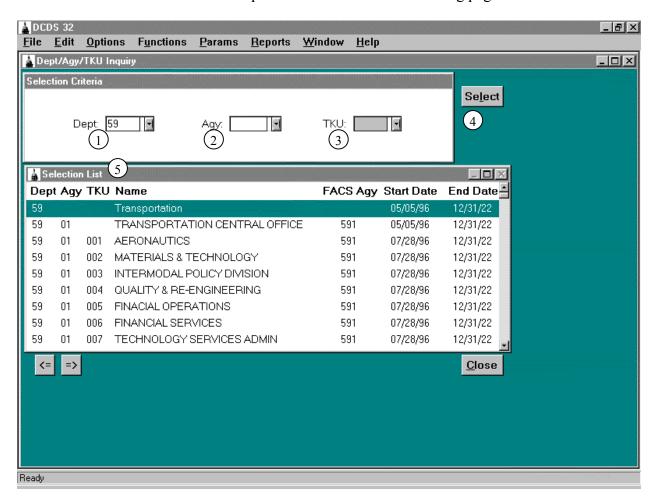|	
Purpose	This section provides the procedures for a user to inquire on Timekeeping Units (TKU) established in a department and/or agency.
Window Name	Dept/Agy/TKU Inquiry
Reminders	**1.** The Dept/Agy/TKU Inquiry window is accessed through the Params, Personnel Data, G - Dept/Agy/TKU Inquiry items on the menu bar.
	2. The Dept/Agy/TKU Inquiry window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select button clicked, the department, agency and TKU is displayed in the Selection List window. The user has the option of selecting by department only, selecting all agencies and TKUs or a specific agency and TKU.
References	*No specific references*

Dept/Agy/TKU Inquiry

The following window is displayed when <u>P</u>arams, <u>P</u>ersonnel Data, <u>G</u> - Dept/Agy/TKU Inquiry is selected from the Menu bar. The steps are described on the following page.

DCDS Input Procedures - Dept/Agy/TKU Inquiry (Selection Criteria)

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. **Note:** When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list, enter the agency number or select **AL** from the dropdown list to display all agencies. The first agency the user has access to is the default. An agency must be selected in order to select a TKU. **Note:** When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select **AL** from the dropdown list to display all TKUs.
4	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
5	Selection List	Displays the department, agency and TKU selected.

*indicates a required field that must be entered.

Dept/Agy/TKU Inquiry (Selection List)

The following information is displayed:

Field Name	Description
Dept	The department number selected.
Agy	The agency number selected.
TKU	The Timekeeping Unit (TKU) selected.
Name	The title of the department, agency and TKU.
FACS Agy	The Financial Administration and Control System (FACS) number.
Start Date	The effective date of a department, agency or TKU.
End Date	The date a department, agency or TKU becomes inactive. The default date is 12/31/2222.